App. F. IX-4

Previous References

1930-31
P. P.

File No. 111/30
Serial No. 1

Later References

P.13

General and Revenue Secretariat.

---

erial No. 1

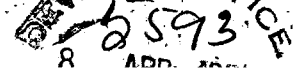
Part B for April 1931

SUBJECT.

Rules for the conduct of business at Informal Meetings of the Chamber of Princes &c.

No.20.982

Enc. 2



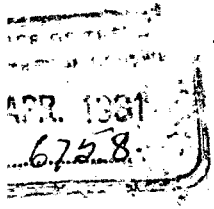
Awdry House,

Fern Hill, 4th April 1931.

6th.

C.S-3439

pp 111-80-1



Dear Mr.Madhava Rao,

I forward herewith for favour of necessary action the two papers noted below relating to the Chamber of Princes.

Yours sincerely,

(1) Circular No.15 from H.H.the Maharaja of Patiala announcing that he has handed over charge of all papers pertaining to the Chancellor's Office to H.H.the Nawab of Bhopal,

(2) Circular No.29 of H.H.the Chancellor of the Chamber forwarding copy of draft rules for the conduct of business at informal meetings of the Chamber.

---oo0000oo---

Sabd for perusal

8/4/31

9.4.31

8-4-31

No. 15.

MOTIBAGH PALACE,
PATIALA.
22nd March, 1931

Your Highness,

Your Highness is aware that our Brother, His Highness the Nawab of Bhopal, was elected Chancellor of the Chamber of Princes at the Session of the Chamber which has just ended. As a result, I have handed over charge of the office of Chancellor to His Highness of Bhopal, with all information regarding the position in the office and its methods of work. This letter is, therefore, to request Your Highness to address all references and to remit all monies, which Your Highness may desire to remit, to His Highness of Bhopal, as you were accustomed to do to me during my last five years' tenure of office. I may add that all official references that I received in the past were brought on the files and form part of the record of the Chancellor's office, which would now be under the direction and control of His Highness the new Chancellor. I may add that any references of a private nature addressed to me in my personal capacity were all along kept by me separate from the official records and are being retained by me.

May I take this opportunity of bidding Your Highness goodbye as Chancellor at the relinquishment of that office, and may I once more thank Your Highness for all the support which you lent me personally during the last five years and all the help that you have been good enough to render in the transaction of business of our Chamber as carried on in the Chancellor's office ?

With sentiments of my personal esteem and regard,

P.S.) 31/3/31

Yours very sincerely,
BHUPINDER SINGH,
Maharaja Dhiraj of Patiala,

No: 29.

8, Underhill Road,
D e l h i.
20th March, 1931.

Your Highness,

At the Princes' Informal Meeting held at Simla in July 1930 certain draft rules for the conduct of business at informal Meetings were discussed. On the Lines of that discussion draft rules were framed which have not yet been finally approved. I am enclosing a copy for information.

Yours sincerely,
BHUPINDER SINGH,
Maharaja of Patiala,
Chancellor, Chamber of Princes.

OFFICE OF THE
IO MEMBER OF COUNCIL
9 APR. 1931
No. 9308

DRAFT RULES FOR THE CONDUCT OF MEETINGS.

To ensure methodical disposal of work at meetings the following rules shall be strictly observed, as they have been framed with the general consent of the majority of the members of the Chamber of Princes.

They are intended to regulate all informal meetings-whether those in which the Standing Committee only take part, or those usually held before the annual session of the Chamber in which a large number of Rulers are present.

These rules would apply equally whether any Ministers are or are not present, i.e., those of the Standing Committee of Ministers or other Ministers, either co-opted to that Committee or present by special invitation.

The Rules are divided into the following headings. Each heading is treated as a chapted and the provisions thereunder are serially numbered:-

I. Agenda.
II. Attendance.
III. Meetings.
IV. Proceedings.

AGENDA.

1. Agenda of every forthcoming meeting with all the relevant papers, such as explanatory Notes, relating to each item of business shall be circulated by His Highness the Chancellor to all those expected to attend three weeks before the date of the meeting.

2. The preparation of the work-card shall invariably be the first item of work on the first day of every meeting. The estimated time for the disposal of each item, shall be entered on the work-card and adhered to as far as possible.

3. Copies of the Agenda, if revised, and of the work-card shall be sent to all concerned, so far as possible, before the second day's meeting. If this should be found impracticable they shall be handed round at the commencement of the second day's meeting.

4. Ordinarily only those matters which appear on the Agenda will be considered at the meetings. The Chairman shall, however, have the power of placing before any meeting, for its consideration any matter which at least one third of the members attending have requested him, in writing, to do so, provided that the place to be assigned on the Agenda to such a matter will be determined by the Chairman after taking the sense of the meeting

5. Any member desiring to place any subject on the Agenda must give to the Chancellor at least six weeks' previous notice of his intention, accompanied by the necessary explanatory note. Any suggestions received by the Chancellor

later than six weeks previous to the date of forthcoming meeting or received without an explanatory note shall be reserved for consideration at the subsequent meeting.

Attendance

1. Attendance at the meetings shall be limited to:-

Members, including those co-opted, or those specially invited who will ordinarily withdraw at the conclusion of the business for which they were invited.

2. Those who are entitled to attend a meeting will, if unable to attend, invariably inform the Chancellor accordingly, before the time fixed for the commencement of the meeting. This rule would apply only if all the members are in the town when a series of meetings are to be held. In the case of meetings fixed to come off at a future date in an appointed town, intimation of non-attendance should reach the Chancellor a week before the date of the meeting to enable its cancellation if a quorum is not certain.

3. One Secretary or confidential clerk may come to the meetings with each Prince to hand him papers etc.

4. Members who attend meetings will not leave before the business of the day is finished.

5. Members will eschew all social, official or other engagements during the hours fixed for the meetings.

6. Princes generally and members of the Standing Committee particularly will permit their Ministers or other officials, who are either members of the Standing Committee of Ministers or of any Sub-Committee or have been specially invited to attend any meeting, to attend the meetings of those bodies. If any such Minister or official cannot be spared, earliest possible

intimation of this fact will be given to the Chancellor or his Secretary.

7. Only those participating in the meetings will be present in the meeting Room. For all others, whether A.D.Cs or Ministers in attendance on Princes, a furnished tent will be provided where they will wait during the progress of a meeting.

8. A Prince may, for special reasons and on a special occasion, bring with him his Minister or a bonafide officer of his State.

For such a Minister or officer a Visitor's Ticket' will be obtainable by communicating in time with the Chancellor.

Meetings.

Date and time and place. 1. The place, date and time of the meetings shall be fixed by His Highness the Chancellor having regard to the volume of work.

2. Extraordinary meetings, whether of the Standing Committee or of all the members of the Chamber, for the disposal of special business only shall be convened by the Chancellor at a suitable time and place on the requisition of at least four members in the former case and of thirty in the latter case.

Chairman. 3. The Chancellor and during his absence the Pro-Chancellor shall preside at all meetings. In the absence of both the Chancellor and the Pro-Chancellor the member who amongst those present at the meeting, had obtained the highest number of votes at the election of the Standing Committee, shall preside.

4. The Chairman shall conduct the meeting and decide all points of order and relevancy arising during the course of discussion. The Chairman's ruling will be final.

5. The Chairman will commence proceedings punctually at the appointed time or as soon thereafter as there is a quorum and shall adjourn the sitting at the appointed hour or sooner or later as might appear to him proper unless a majority of the Members present desire otherwise.

6. Proceedings of the meetings will not be interrupted by informing late arrivals of the ground covered or the decisions reached.

7. The Chairman will give every one who desires to speak an opportunity to do so, particularly encouraging the younger members by specially

calling upon them and will regulate discussion by going round the table to secure that no cross-talking will take place.

8. Members will endeavour to offer all their observations in one speech and no member shall be interrupted when speaking.

9. Whenever, in the opinion of the Chancellor, a member has spoken for a sufficient time on any subject, the Chairman will sound a bell to intimate that the member should finish in two minutes. Ordinarily the duration of speeches will be five minutes.

10. No drafting will be done in the meetings. Preparation of drafts or alteration of those under consideration will be ordinarily entrusted to the Standing Committee of Ministers to which, when necessary, other Ministers may be co-opted by the majority decision of the Standing Committee of the Chamber. In the meetings the desired changes in the presented drafts will be indicated and noted down by a representative of the Standing Committee of Ministers and all drafts agreed to be amended shall be referred back to the Standing Committee of Ministers.

11. Ordinarily the Chairman or convenor of the "drafting Committee" will present the prepared or revised draft and give all necessary explanations and answer all questions.

12. On every matter discussed in any meeting the sense of the meeting will be recorded as its decision, unless any member desires votes to be taken when the decision will be according to the view of the majority of members and co-opted members present.

13. All questions and requests for explanation shall be put through the Chair.

14. Whether a meeting be of the Standing Committee of the Chamber or of a larger body of the members of the Chamber, the Princes will ordinarily meet by themselves. The Ministers, whether of the Standing Committee or others, will sit with the Princes only by invitation which will be communicated to those concerned by the Secretary to the Chancellor sufficient time in advance.

15. To enable Sub-Committees of Ministers to carry on their work and to provide accommodation for those Ministers who have been invited to meetings in connection with particular items of business only, a separate room will be provided adjacent to the meeting room of the Princes.

16. If any Ministers are asked to meet the Princes for a particular item of business, the Princes will see them punctually at the appointed time.

Proceedings.

1. Proceedings of all meetings will be recorded by the Secretary to the Chancellor.
2. In the proceedings will be entered only the decisions arrived at and any points of special importance made by speakers.
3. Copies of the proceedings will be furnished to the members not later than a week after the date of the last meeting.